Date:

To:

Name of the customer:  
Address of the customer:

Subject:

Respected sir,

Thank you for your recent purchase with our company. We would like to inform you that we offer a 10% discount on the early payment of products. To qualify for this tremendous offer, just try to make sure that your account is fully paid within 10 days after you have received the invoice. We would like to encourage you to avail of this offer. I hope that you will take advantage of this offer and send us your payment as soon as possible.

We hope that whatever you have purchased from us was satisfactory for you. In case you have any questions to ask, feel free to contact us on [X].

Respectfully yours,

Signatures of the business representative.

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